**FLAG AND BANNER APPLICATION FORM**

For all enquiries, and to submit this form, contact Susana Freitas, Tourism Development Officer, [freitass@liverpool.nsw.gov.au](mailto:freitass@liverpool.nsw.gov.au) or 8711 7844

**1. APPLICANT DETAILS**

Organisation/company:

Name of nominated contact:

ABN: ­

Billing Address:

Telephone:

Email:

**2. APPLICATION CHECKLIST**

All Hirers should refer to Liverpool City Council’s (Council) [*Flag and Banner Policy*](https://www.liverpool.nsw.gov.au/council/Fees-Forms-Policies-and-Enforcement/policies).

All Hirers must contact Council to check availability of flags and banners campaign timeframes before submitting this application form.

A list of Council-owned platforms and locations, guidelines and specifications can be found in the [*Flag and Banner Information Pack*](https://www.liverpool.nsw.gov.au/council/Fees-Forms-Policies-and-Enforcement/policies)*.*

All Hirers should take note of the following key dates:

|  |  |
| --- | --- |
| 4 months prior to proposed campaign date | Submit application form to Council |
| 7 weeks prior to confirmed installation date | Submit flag and banner design to Council for approval |
| 5 weeks prior to confirmed installation date | Send final design to fabricators |
| 2 weeks prior to confirmed installation date | Arrange delivery of flags and banners, and a design brief, to Council’s approved contractors for installation |

**3. ADVERTISING PERIOD**

All Hirers must contact Council to check availability of flags and banners campaign timeframes before submitting this application form.

Please indicate the time period in which you’d like to advertise. Unless prior agreement has been made, you must hire ALL flag and banner locations in the same campaign period.

Advertising period:

Hirers should allow up to five days variance in the duration of their hiring. The installation of flags and banners depends on traffic, weather and the number of banners being installed.

**4. HIRE FEES**

Flag and banner hire fees are set out in Council’s Fees & Charges on the Council website. Check the [Fees & Charges](https://portal.lgsolutions.net.au/Fees/Public/Liverpool%20City%20Council) page for up-to-date fees.

**5. BOOKING CONFIRMATION & CANCELLATION**

Upon receipt of this application form, Council will confirm availability of the hire dates.

Council will issue the Hirer with an invoice for the full hire fee. The invoice will be paid by the Hirer within two (2) weeks of receipt.

The booking is only confirmed once the hire fee is paid.

If the Hirer cancels their booking after confirmation, Council will retain thirty percent (30%) of the hire fee, and refund the remaining amount.

**6. FLAG & BANNER DESIGNS**

1. All designs must meet the guidelines and dimensions set out in the *Flag and Banner Information Pack*.
2. It is the responsibility of Hirers to ensure that their designs are compliant with Australian Consumer Law.
3. All designs should be in jpeg or pdf file format.
4. A visual brief must be supplied to the installer upon delivery of flags and banners (template provided by Council).

**7. RETURN, DISPOSAL OR STORAGE OF FLAGS AND BANNERS**

Please advise of your preference for the after-life of flags and banners. Hirers will be charged the cost to undertake any of these works.

|  |  |
| --- | --- |
| Dispose of all flags and banners. | $160 |
| Wash, pack, label and store banners at the site of Council’s preferred supplier. | $670 |
| Wash, pack, label and return banners to Hirer. Flags and banners will be returned within one month of removal. Please complete the below:  Delivery address:  Contact name:  Contact number: | $720 |

**8. ACKNOWLEDEMENT**

By submitting this application,

I warrant that, to the best of my knowledge, there is no cultural, religious, legal or other reason that prevents my proposal from being presented.

I acknowledge that engaging Council-owned flag and banner poles will incur fees as indicated in Sections 4 and 7. If my application is approved, I agree to pay these fees and final production costs.

I acknowledge that Council does not take any responsibility for lost, stolen or damaged banners. If banners are damaged during the hire period, due to weather conditions or other factors, they will be removed by Council as soon as reasonably possible. Removed flags and banners may be repaired and reinstalled in consultation with the Hirer.

Name:

Signature:

Date: